

FIRE PREVENTION/INVESTIGATION/EDUCATION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position, the major duties of which include performing inspections of commercial buildings, institutional buildings, and schools to check for violations of fire codes, and keeping records of such inspections. The incumbent performs public relations and public education duties such as giving talks and demonstrations on fire prevention when assigned, and also performs fire investigation duties at the scenes of fires. The employee of this class has the authority to work independently in most areas. The incumbent can perform duties with only general instructions. This class reports to and has work reviewed by either the Assistant Chief when assigned or by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects commercial buildings, schools, and institutional buildings. Inspects the exterior and interior of buildings to collect information to be used in determining fire safety and compliance with applicable codes. Checks buildings for violations of fire codes in areas such as fire extinguishers, exit doors and lights, general housekeeping, wiring, heating/air-conditioning systems, standpipe systems, cooking equipment safeguards, outside accessibility to buildings, and outside building maintenance. Inspects storage-areas for flammable and combustible liquids to assure that they are properly contained and ventilated; inspects sites for the storage of hazardous materials; makes a field sketch of inspected building, including general information about floor plans, location of fire hydrants; discusses inspection findings with building owner/manager; and makes recommendations for correction of fire hazards.

Reinspects buildings where violations of fire codes occurred and, if necessary, issues citations, assesses fines, or serves court summonses or stop work orders for non-compliance with fire codes.

Restricts access to the fire scene to prevent removal, damage, or contamination of evidence; inspects the scene of a fire to determine the cause and origin of the fire. Works with designated law enforcement personnel in searching for, collecting, and labeling of evidence and protects the chain of

custody of evidence. Uses all observations of the interior and the exterior of the structure, to determine whether the fire was the result of natural causes, carelessness, or arson.

Organizes and trains fire service personnel and volunteers who participate in the implementation of the fire safety education program. Develops support for fire safety programs by contacting business leaders and providing fire safety education to workers or enlisting the businesses as sponsors for public education efforts by the department. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups. Writes and submits public service announcements and news releases on fire safety, to be used by local television and radio stations and by local newspapers and magazines.

Completes any forms and records assigned. Compiles, organizes, and analyzes data needed to write reports for the documentation of assigned activities.

Works with other agencies in the event of a hazardous materials emergency. Identifies materials which are unfamiliar to regular fire fighting companies. Assist in determining if fires should be extinguished or should be contained and allowed to burn themselves out. Assist in determining if there is a possibility of an explosion, and takes appropriate action.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and pass civil service exam with a score of 75% or greater.

Must have a high school diploma issued from a state department of education or a valid certificate of equivalency issued from a state department of education and furnish a copy with application, or furnish a copy of a college/university transcript from a state accredited college or university.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation, for this position.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

EITHER

Must have three (3) years of experience in fire prevention and investigation work with a paid fire department or in some other field such as fire insurance claims adjuster or other related fields which would require applicant to attain a familiarity with fire hazards, fire codes, and fire cause determination.

OR

Must have at least five (5) years of progressively responsible experience in fire service positions. Fire experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention, investigation and public fire education.

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